

BEAVER ISLAND EMERGENCY SERVICES AUTHORITY
POSTING FOR EXECUTIVE DIRECTOR/FULL-TIME PARAMEDIC
BIESA is seeking an Executive Director/Full-time Paramedic to begin APRIL 11th,
2022

DISTINGUISHING FEATURES OF THE POSITION:

This position plans, directs and administers the Emergency Medical Services Program for Beaver Island.

The work includes responsibilities for the selection of equipment and vehicles and for assuring that EMS personnel are properly trained in current best practices in EMS. The work shall also include ensuring that the service is adequately staffed such that the on-call calendar is filled with adequate lead time so as to accommodate coverage in event of the loss of availability of an EMT. The State of Michigan requires by statute that an EMS service is staffed 24/7 with no breaks in coverage. It is the duty of the director to ensure that proper staffing is never jeopardized.

The EMS director shall also be responsible to cover at minimum 150 (24 hour) days "on-call" (3600 hours) per year. As stated previously, the director is responsible to make sure the service is adequately staffed. In the event that the service is not going to be covered with adequate EMT coverage it is the responsibility of the EMS director to cover any gaps in coverage.

The work is done under the general supervision of the Beaver Island Emergency Services Authority Board of Directors, by review of records, reports, board meetings, and the overall effectiveness of the Emergency Medical Services Program.

Expected Pay: \$62,595, dependent upon experience, knowledge, skills and abilities, plus cash in-lieu of benefits.

Preferred Qualifications:

Required knowledge and skills are many and can be found in the adopted job description which can be found at this website location

[http://cms5.revize.com/revize/peainetownship/Job%20Description%20Exec%20Director%20\(3\).pdf](http://cms5.revize.com/revize/peainetownship/Job%20Description%20Exec%20Director%20(3).pdf)

Applications Accepted via Email until Noon on March 17th, 2022

Applicants should send a letter of interest and resume by email to:

BIEMS Interim EMS Director, Kathleena Mason EMT-P

231.330.5582

Beaverislandems@gmail.com

Expected Timeline:

- February 10th, 2022 – Board Approval of Process & Board Appoints Interview Committee
- February 15 - 17th, 2022 - Posting for Position
- March 17th, 2022 at Noon – Deadline for Applicant
- Interview Committee reviews applicants and holds interviews
- March 31st, 2022 – BIESA Board hears recommendation and authorizes hiring